

NOTICE OF CORRECTION:

JANUARY 7, 2010

EXAMINATION TITLE(S):

**CEA 2, CHIEF, BUSINESS
MANAGEMENT BRANCH, ASD**

EXAMINATION BASE:

OPEN

DEPARTMENT:

DEPARTMENT OF MOTOR VEHICLES

FINAL FILING DATE:

FEBRUARY 11, 2010

**IMPORTANT NOTE: If you have already
submitted an application for this
examination, it is not necessary to re-file.**

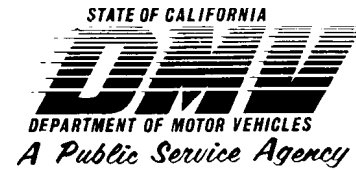
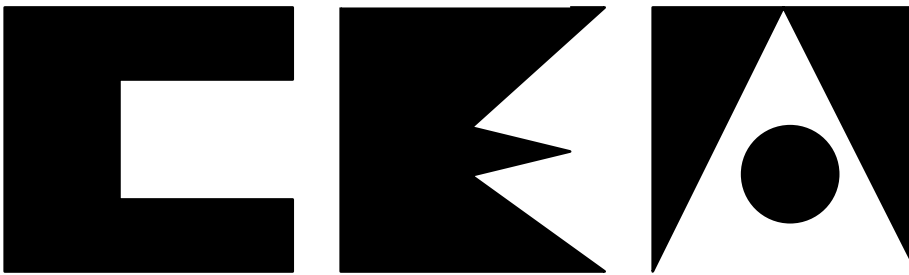
The bulletin announcing the above named examination is amended as follows:

**FINAL FILING DATE: THE FINAL FILING DATE HAS BEEN
CORRECTED TO FEBRUARY 11, 2010**

All other information remains the same.

We regret any inconvenience this change may cause to candidates who have filed for this examination.

SELECTION SERVICES UNIT



CALIFORNIA STATE GOVERNMENT SUPPORTS EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION, MEDICAL CONDITION, OR PREGNANCY. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: **MOTOR VEHICLES**

DIVISION: **ADMINISTRATIVE SERVICES DIVISION**

POSITION TITLE: **CEA 2, CHIEF, BUSINESS MANAGEMENT
BRANCH**

SALARY: **\$7815 – \$8616**

FINAL FILING DATE: **JANUARY 11, 2010**

DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy Director, Administrative Services Division, the Chief, Business Management Branch has overall management responsibility for the department's Contracts, Procurement, Forms and Accountable Items, and Materials Management sections. The incumbent serves as a key advisor to the Directorate and Executive staff of the Department of Motor Vehicles on contracts, procurement, and accountable items management. Responsible for developing, recommending, and implementing policies and proactive strategies to address the department's business management needs to ensure good business practices, business ethics, and integrity; develops, evaluates, and recommends policies and procedures related to contracts and Information Technology (IT) and non-IT procurement functions; has final approving authority and significant influence for major procurement and contracts, including IT hardware and software; responsible for developing and recommending policies, based upon broad statewide policy issued by the Department of Finance and the Department of General Services on issues such as sole source contracts, procurement, and the Cal-card small purchase bank card system.

DUTIES/RESPONSIBILITIES CONTINUED

The incumbent serves as the department's representative providing policy recommendations and coordinating policies and procedures for contract and procurement activities with control agencies, other applicable state/governmental agencies, business partners, and other private entities; serves as liaison with the department's divisional level management on procurement and contractual issues to ensure that internal customer service issues are infused into amended or new policies and procedures to best meet the needs of the department; oversees the establishment, monitoring and implementation of all appropriate review and forecasting procedures and policies for departmental forms and accountable items usage; provides direction for the overall policy, procedures, and analysis of legislation and regulations having direct impact on the production of forms, handbooks, mail inserts, etc. for distribution to employees and the public; makes projections of resource requirements; prepares budget requests; and monitors resource usage.

DESIRABLE QUALIFICATIONS

Candidates should possess the following:

- Knowledge of principles and practices of contracts and procurement, with emphasis on highly complex information technology projects.
- Knowledge of State of California rules regulations, and policies regarding contracts, procurement, and accountable items management.
- Demonstrated knowledge of principles, practices, and trends of public administration, organization, and management.
- Demonstrated experience with program development and evaluation, and methods of administrative problem solving in a large and complex organization.
- Demonstrated ability to develop cooperative working relationships with representatives of all levels of government both internal and external to the Department of Motor Vehicles (DMV), and with the public.
- Demonstrated ability to effectively communicate complex technical issues with stakeholders, departmental executives, State executives, and other governmental agencies.
- Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff.
- Experience with developing and revising policies for strategic/tactical planning of departmental business management operations.
- Knowledge of the Department of Motor Vehicles' mission, organization, goals, functions, structure, policies, and programs.
- Demonstrated knowledge of Equal Employment Opportunity and Ethics programs.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature with two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management.
- (2) Ability to plan, organize, and direct the work of multi-disciplinary, professional, and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports.

The knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer, in the State service, other governmental settings or in a private organization).

KNOWLEDGE AND ABILITIES CONTINUED

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning, policy formulation, organization coordination and control, and fiscal and personnel management.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The results of this examination will be used only to fill the position of **CEA 2, Chief, Business Management Branch, Administrative Services Division** with the **Department of Motor Vehicles**. Applications will be retained for twelve months.

The applications and *Statement of Qualifications* will be reviewed by a screening committee. Using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their education, training, experience, and skills. Interviews may be conducted with the most qualified applicants. All accepted applicants will be notified of their final score.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A **Statement of Qualifications**. The Statement of Qualifications is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. **The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing. It should be typed and no more than two pages in length.**

NOTE: Resumes **do not** take the place of the Statement of Qualifications.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS NO MORE THAN TWO PAGES IN LENGTH WILL BE DISQUALIFIED FROM THE EXAMINATION.

FILING INSTRUCTIONS CONTINUED

Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA.) examinations, for which he/she meets the minimum qualifications. **Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Standard State Application (Form 678).**

The application and Statement of Qualifications may be hand delivered to:

Ted Summerfelt
Department of Motor Vehicles - Selection Services Unit
2570 24th Street
1st Floor Lobby - Examination Drop Box
Sacramento, CA 95818

Or mailed to:

Ted Summerfelt
Department of Motor Vehicles
Selection Services Unit
P.O. Box 932315 – Mail Station G208
Sacramento, CA 94232-3150

All applications and *Statement of Qualifications* must be received no later than the final filing date of January 11, 2010. You may fax a copy of your application and Statement of Qualifications to ensure receipt by the Selection Services Unit to Ted Summerfelt at (916) 657-5848.

If a faxed copy of the application and Statement of Qualifications was sent to the Selection Services Unit, you must mail the original application and Statement of Qualifications post marked no later than the final filing date to: Ted Summerfelt, Department of Motor Vehicles, Selection Services Unit, P.O. Box 932315 – Mail Station G208, Sacramento, CA 94232-3150.

Applications delivered in person must be placed in the *Examination Drop Box* by 5:00 p.m. on the final filing date. Applications received via interoffice mail after the final filing date will not be accepted.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this competitive examination. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination, described on this bulletin, will be compared with the performance of others who take this test. All candidates who pass will be ranked according to their scores.

The **Department of Motor Vehicles** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922

Class Specifications Located at: <http://www.dpa.ca.gov/>

BULLETIN RELEASE DATE: December 24, 2009